

PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, MARCH 14, 2023

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- 1-3 IV. MINUTES (2/14/23)**
- V. PUBLIC INPUT**
- VI. PETITIONS AND COMMUNICATIONS**
 - A. 4:00 P.M. - Presentation by Saginaw Basin Land Conservancy on Discovery Preserve**
 - 4-6 B. Recreation & Facilities Director – Discovery Reserve Partnership Agreement (Seeking approval of a 10-year Partnership Agreement with the Saginaw Basin Land Conservancy for operation and upkeep of Discovery Preserve; authorization for Board Chair to sign; approval or required budget adjustments – proposed resolution attached)**
 - 7-18 C. Personnel Director - Vacancies (Seeking authorization to post/fill – proposed resolution attached)**
 - i. 9-1-1 Central Dispatch: Dispatcher (full time; \$17.80/hr. entry)**
 - ii. Juvenile Home: Two (2) – Youth Development Workers (full time; \$18.47/hr. entry)**
 - iii. Department on Aging:**
 - 1. In-Home Service Worker (part-time; \$12.02/hr. entry (TS03) to \$12.89/hr (TS04)**
 - 2. Respite Care Worker (part-time; \$11.11/hr. entry)**
 - iv. Community Center: Attendant/Custodian (part-time; \$12.89/hr. entry)**
 - v. Buildings & Grounds: Carpenter/General Maintenance III (full-time; \$18.47/hr. entry without Builder's license or \$20.39/hr. entry with Builder's license)**
 - vi. Sheriff: Billing Clerk II (full-time; \$15.28/hr. entry)**
 - vii. Finance: Combine two part-time Staff Accounts into one full-time Staff Accountant (full-time; \$27.68/hr. entry)**

VII. REFERRALS

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. CLOSED SESSION

XI. MISCELLANEOUS

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,*547697# US (Chicago)

+19292056099,,81694266170#,,,,*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator

Corporation Counsel

515 Center Avenue

Fourth Floor, Bay County Building

Bay City, MI 48708

989-895-4131

PERSONNEL/HUMAN SERVICES COMMITTEE MINUTES

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, FEBRUARY 14, 2023, FOURTH FLOOR BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR NIEMIEC AT 4:03 P.M.

ROLL CALL:

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KATHY NIEMIEC, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y			
COLLEEN MAILLETTE, V.CHAIR	P	Y	Y	S/Y	Y	Y	S/Y	Y	S/Y	Y			
TIM BANASZAK	P	Y	Y	Y	Y	Y	Y	Y	Y	Y			
THOMAS M. HEREK	P	M/Y	M/Y	M/Y	S/Y	M/Y	M/Y	M/Y	M/Y	M/Y			
KAYSEY L. RADTKE	P	S/Y	S/Y	Y	Y	Y	Y	S/Y	Y	Y			
DENNIS R. POIRIER	P	Y	Y	Y	Y	S/Y	Y	Y	Y	S/Y			
VAUGHN J. BEGICK, EX OFFICIO	P	Y	Y	Y	M/Y	Y	Y	Y	Y	Y			

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KATHY NIEMIEC, CHAIR													
COLLEEN MAILLETTE, V.CHAIR													
TIM BANASZAK													
THOMAS M. HEREK													
KAYSEY L. RADTKE													
DENNIS R. POIRIER													
VAUGHN J. BEGICK, EX OFFICIO													

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KATHY NIEMIEC, CHAIR													
COLLEEN MAILLETTE, V.CHAIR													
TIM BANASZAK													
THOMAS M. HEREK													
KAYSEY L. RADTKE													
DENNIS R. POIRIER													
VAUGHN J. BEGICK, EX OFFICIO													

OTHERS PRESENT: C.Gignac, J.Barcia, A.Davis-Johnson, S.Walraven, L. Arsenault, T.Jerry, N.Paige, P.Niemiec, B. Eurich, J.Coppens, A.Labeau, T. Cunningham, B. Rubis, R. Brandt, B. Klimaszewski

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY, FEBRUARY 14, 2023
PAGE 2**

MOTION NO.

NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1. MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JANUARY 10, 2023, PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public Input was called with no one wishing to address the Committee.

Continuing on with the agenda, it was

- 2. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE RENEWAL PLAN AND COST ANALYSIS FOR MIDC GRANT 2023-2024 (CRIMINAL DEFENSE).**

At the request of Board Chair Begick, Michigan Indigent Defense Commission's (MIDC) Regional Manager Barb Klimaszewski answered questions regarding funding for the MIDC Grant and the new standards imposed.

At the request of Board Chair Begick, Tiffany Jerry, Personnel Director and Julie Coppens, ISD Manager provided an explanation on the proposed Employee OnBoarding Project. It was

- 3. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE THE EMPLOYEE ONBOARDING PROJECT FOR PURCHASE OF SOFTWARE AND IMPLEMENTATION SERVICES (ISD).**
- 4. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE A 6-YEAR COMMUNITY CENTER POLLING LOCATION AGREEMENT WITH THE CITY OF BAY CITY (RECREATION & FACILITIES).**
- 5. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN 911 CENTRAL DISPATCH, DEPARTMENT ON AGING, SHERIFF DEPT., MOSQUITO CONTROL, & RECREATION & FACILITIES (PERSONNEL).**
- 6. MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE FMLA POLICY UPDATE (PERSONNEL).**
- 7. MOVED, SUPPORTED AND CARRIED TO RECEIVE THE YEAR END 2022 REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

8. **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE 2003-2022 TOTAL CRIMINAL APPOINTMENTS/TOTAL NUMBER OF ARRAIGNMENTS PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

Under New Business, County Executive Jim Barcia reminded the Commissioners of the 23rd Annual State of the Community on February 15, 2023.

There being no further business, it was

9. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:14 P.M.)**

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

JAMES A. BARCIA
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Tel: (989) 895-4132
Fax: (989) 895-2094

Brad Moses, Civic Arena Manager
mosesb@baycounty.net

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Dan Tomczak, Pinconning Park Manager
tomczakd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Kathy Neimiec, Chairman of Personnel Human Services

From: Cristen Gignac, Director of Recreation & Facilities

Date: January 26, 2023

Subject: Discovery Preserve

Request: To gain approval to enter into a partnership agreement with the Saginaw Basin Land Conservancy to continue to lease Discovery Preserve, previously known as Euclid Linear Park, for another 10 years.

Background: In 2013, Bay County leased Euclid Linear Park to the Saginaw Basin Land Conservancy. It was then rebranded as Discovery Preserve. The SBLC took over maintenance and upkeep responsibilities of the park, made vast improvements such as the addition of a nature playground, spotting scope, native plantings, and a Chippewa Nature Center Pavilion among other things. The current real estate lease of this property expires in June of 2023. This project has proven to be mutually beneficial. The County has realized savings from not being responsible for maintenance costs as outlined in the contract for the last 10 years.

I would request an addition to the lease that would allow for in-kind labor for certain improvement projects where it is feasible and appropriate for our staff to assist. An example of this would be a pond improvement where our staff could man the large equipment, as appropriate, but no county funds would be used in the project.

Economics: There would be no change in economics. Bay County will continue to provide a seasonal port-a-john, which is already budgeted and has been for the term of

the previous lease.

Recommendation: It is recommended that the Board authorize the Board chairman to sign documents related to a 10-year partnership agreement with the SBLC for operation and upkeep of what is now known as Discovery Preserve upon favorable review from Corporation Counsel.

Cc: Corporation Counsel, Jim Barcia, SBLC, Buildings & Grounds

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 21, 2023

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (3/14/2023)
- WHEREAS,** In 2013, Bay County leased Euclid Linear Park to the Saginaw Basin Land Conservancy (SBLC). It was then rebranded as Discovery Preserve; and
- WHEREAS,** Maintenance and upkeep responsibilities of the park were taken over by SBLC who made vast improvements such as the addition of a nature playground, spotting scope, native plantings, and a Chippewa Nature Center Pavilion among other things; and
- WHEREAS,** The current real estate Lease of this property expires in June of 2023. This project has proven to be mutually beneficial as Bay County has realized savings from SBLC handling maintenance costs as outlined in the contract for the last 10 years; and
- WHEREAS,** It is recommended that a 10-year Partnership Agreement be approved that would include in-kind labor for certain improvement projects where it is feasible and appropriate for Bay County staff to assist, i.e. a pond improvement where Buildings and Grounds staff could man the large equipment, as appropriate, but no county funds would be used in the project; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves a 10-year Partnership Agreement with the Saginaw Basin Land Conservancy for operation and upkeep of what is now known as Discovery Preserve; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute said Partnership Agreement and related documents on behalf of Bay County following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

KATHY NIEMIEC, CHAIR
AND COMMITTEE

Recreation and Facilities – 2023 Discovery Preserve Partnership Agreement (10 Years)

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION:

ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____



BAY COUNTY PERSONNEL DEPARTMENT

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Kathy Niemiec, Chair Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: March 7, 2023

Re: Personnel/Human Services Committee Agenda

Please consider the following items for the agenda of your committee meeting scheduled for March 14, 2023.

1. **Request (Vacancy):**

Brent Rubis has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

Background:

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

Finance/Economics:

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$17.80 per hour. Funds exist within the current existing budget.

Recommendation:

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancy):**

Juli Reynolds has submitted a request to hire two full-time Youth Development Workers for the Juvenile Home.

Background:

One vacancy is due to a retirement effective 3/1/12. The second vacancy is due to an employee who took a position with the State of Michigan effective 3/5/2023.

Finance/Economics:

These positions are full-time position with benefits as provided for within the USW Full-time Labor Agreement. Entry rate of pay starts at \$18.47/hour progressing to \$21.96/hour after 2 years (TU08). These are currently budgeted positions and no additional funds are necessary.

Recommendation:

Please refer to the full board for approval to hire two full-time Youth Development Workers.

3. **Request (Vacancy):**
Beth Eurich has submitted a request to hire a part-time In-Home Services Worker for the Department on Aging.
- Background:**
The current employee resigned effective 2/28/2023.
- Finance/Economics:**
This is a part-time position with benefits as provided for within the USW Part-time labor agreement, although union membership is voluntary. Entry rate of pay is \$12.02 (TS03) per hour to \$12.89 (TS04) per hour depending on work assignment and progressing to \$13.82 (TS03) per hour to \$15.13 (TS04) per hour depending on assignment after two (2) years. This is an existing budgeted part-time position.
- Recommendation:**
Please refer to the full board for approval to hire a part-time In-Home Services Worker.
4. **Request (Vacancy):**
Beth Eurich has submitted a request to post and fill a part-time Respite Care Worker position in the Department on Aging
- Background:**
The current employee is resigning effective 3/31/2023.
- Finance/Economics:**
This is a part-time position with benefits as provided for within the USW Part-time labor agreement, although union membership is voluntary. Entry rate of pay is \$11.11 per hour progressing to \$12.78 per hour after two years (TS02). This is an existing budgeted part-time position.
- Recommendation:**
Please refer to the full board for approval to hire a part-time Respite Care Worker for the Department on Aging.
5. **Request (Vacancy):**
Cristen Gignac has submitted a request to hire a part-time Attendant/Custodian position at the Community Center.
- Background:**
The vacancy is due to a resignation effective 4/29/2023.
- Finance/Economics:**
This is a part-time position with limited benefits as provided for within the USW Part-time labor agreement, although union membership is voluntary. Entry rate of pay is \$12.89 per hour progressing to \$15.13 per hour after 2 years (TS04).
- Recommendation:**
Please refer to the full board for approval to hire a part-time Attendant/Custodian at the Community Center.
6. **Request (Vacancy):**
Cristen Gignac has submitted a request to hire a Carpenter/General Maintenance III position with Buildings & Grounds.
- Background:**
The vacancy is due to an employee retirement effective 3/4/2023.

Finance/Economics:

The is a full-time position with benefits as provided for within the USW Full-time labor agreement, although union membership is voluntary. Seeking approval to hire for this position at a tiered rate based on successful applicant's licensure. Entry rate of pay \$18.47 per hour progressing to \$21.96 per hour after 2 years (TU08) without a Builder's license. Entry rate of pay \$20.39 per hour progressing to \$24.29 per hour after 2 years (TU09) with a Builder's license. Funds exist within the current budget.

Recommendation:

Please refer to the full board for approval to hire a Carpenter/General Maintenance III position for Buildings & Grounds.

7. **Request/(Vacancy):**

Sheriff Cunningham has submitted a request to post and fill a full-time Billing Clerk II at the Sheriff's Office.

Background:

The request is due to a vacancy. This position will need to be filled as soon as possible due to keeping current with reimbursements, booking fees, reconciling In-Mate Trust Funds and medical billings.

Finance/Economics:

This is a full-time position 40 hours per week with benefits as provided for within the USW Full-time labor agreement, although membership is voluntary. Entry rate of pay is \$15.28 per hour progressing to \$18.06 after 2 years (TU06). This position is in the 2023 budget.

Recommendation:

Please refer to the full board for approval to hire a full-time Billing Clerk II at the Sheriff's Office.

8. **Request – Combining of Positions:**

Shawna Walraven has submitted a request to combine two part-time Staff Accountants in the Finance Department into one full-time Staff Accountant position (PB08)

Background:

The part-time Staff Accountant position (BT08) that services the Health Department and the Aging Department was vacated at the end of December 2022. After careful examination of the needs of the Finance Department, it is recommended that the vacant part-time Staff Accountant position be combined with the other part-time Staff Accountant position (BT06) in the Finance Department into one full-time position. This is a reduction in the number of hours of work able to be performed by Finance Staff. However, the consistency of a full-time employee along with the requirement of a higher skill set in accounting should be able to satisfy the needs of the Finance Department.

Finance/Economics:

The combination of these positions will result in less than the amount in the 2023 budget. Entry rate of pay for the full-time Staff Accountant position is \$27.68 per hour progressing to \$32.45 per hour after 3 years (PB08). This is a full-time position with benefits as provided for within the BCAMPS labor agreement, although union membership is voluntary. Given that decrease and cuts will need to be made in future budget years, it is believed this is a fiscally conservative approach to meeting staffing needs of the Finance Department.

Recommendations:

Please refer to the full board to approve to fill one full-time Staff Accountant (PB08) in the Finance Department following the combination of two part-time Staff Accountant positions (BT06/BT08).

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Shawna Walraven
Kim Priessnitz
Brent Rubis
Beth Eurich
Cristen Gignac
Juli Reynolds
Beth Trahan
DJ Ross
Jon Morse
Sheriff Troy Cunningham
Undersheriff Chris Mausolf



BAY COUNTY

Juvenile Home

Phone: (989) 892-4519

Fax: (989) 892-4419

520 West Hampton Road, Essexville, MI 48732

James A. Barcia
County Executive

Juliann Reynolds
Director

TO: Tiffany Jerry, Personnel and Employee Relations
FROM: Juli Reynolds
DATE: February 21, 2023
RE: Request for Personnel Agenda

Request

Post and fill two (2) full time Youth Development Worker positions.

Background

Full time Youth Development Worker will retire effective 3/1/23. Another full time Youth Development Worker took a position with the State of Michigan effective 3/5/23.

Finance

This position is currently budgeted and no additional funds are necessary. This is a full time position with benefits as provided for in the USWA labor agreement. The rate of pay starts at \$18.47 per hour progressing to \$20.80 per hour after 2 years.

Recommendation

Requesting favorable recommendation to fill two (2) full time Youth Development Worker positions.



**BAY COUNTY
DEPARTMENT ON AGING**

**James A. Barcia
County Executive**

Beth Eurich, LBSW
Director

euriche@baycounty.net

March 1, 2023

To: Tiffany Jerry
Personnel Director

From: Beth Eurich 
Director, Department on Aging

Request:

To post and fill on Part-time In-Home Services Worker position.

Background:

Current employee gave her notice on February 28, 2023.

Finance/Economics:

This is a Part-time position as provided for within the USW Part-time agreement, although union membership is voluntary. Rate of pay \$12.02 (TS03) per hour to \$12.89 (TS04) per hour, per work assignment, progressing to \$13.82 (TS03) to \$15.13 (TS04) per hour, per work assignment after two years. It is an existing budgeted Part-time position.

Recommendation:

To post and fill the Part-time Department on Aging In-Home Services Worker position. Additionally, if this position is filled with an internal candidate, requesting permission to post and fill (yet to be determined) vacancy as well.



**BAY COUNTY
DEPARTMENT ON AGING**

**James A. Barcia
County Executive**

Beth Eurich, LBSW
Director

euriche@baycounty.net

March 6, 2023

To: Tiffany Jerry
Personnel Director

From: Beth Eurich 
Director, Department on Aging

Request:

To post and fill on Part-time Respite Care Worker position.

Background:

Current employee gave her notice, last day is on March 31, 2023.

Finance/Economics:

This is a Part-time position as provided for within the USW Part-time agreement, although union membership is voluntary. Rate of pay \$11.11 (TS02) per hour to \$12.78 (TS02) per hour, after two years. It is an existing budgeted Part-time position.

Recommendation:

To post and fill the Part-time Department on Aging Respite Care Worker position. Additionally, if this position is filled with an internal candidate, requesting permission to post and fill (yet to be determined) vacancy as well.

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

JAMES A. BARCIA
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Tel: (989) 895-4132
Fax: (989) 895-2094

Brad Moses, Civic Arena Manager
mosesb@baycounty.net

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Dan Tomczak, Pinconning Park Manager
tomczakd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Tiffany Jerry, Personnel & Employee Relations

From: Cristen Gignac, Director of Recreation and Facilities

Date: March 2, 2023

Subject: Request to Fill Open Position

I am requesting approval to fill the part time Attendant/Custodian (TS04) position at the Bay County Community Center due to an employee resignation. I am seeking approval to post and hire for this position. Funds exist within the current budget.

Thank you for your consideration of this position.

cc: Jim Barcia
Beth Trahan

RECREATION & FACILITIES

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

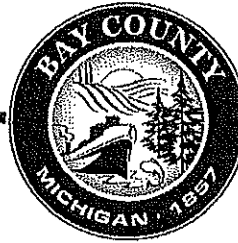
Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Brad Moses, Civic Arena Manager
mosesh@baycounty.net

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Dan Tomczak, Pinconning Park Manager
tomczakd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net



BAY COUNTY

JAMES A. BARCIA
County Executive

Tel: (989) 895-4132
Fax: (989) 895-2094

To: Tiffany Jerry, Personnel & Employee Relations

From: Cristen Gignac, Director of Recreation and Facilities

Date: March 3, 2023

Subject: Request to Fill Open Position

I am requesting approval to fill the Carpenter / General Maintenance III position with Buildings & Grounds due to an employee retirement. I am seeking approval to post and hire for this position at a tiered rate based on successful applicant's licensure (TU08 or TU09). Funds exist within the current budget.

Thank you for your consideration of this position.

cc: Jim Barcia
Jon Morse
DJ Ross



Troy R. Cunningham

Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

TO: Tiffany Jerry
Personnel Director

FROM: Sheriff Troy R. Cunningham *TRC*

DATE: March 7, 2023

RE: FULL-TIME BILLING CLERK II

Background: Due to a vacancy, I am requesting to fill a vacant full-time/with benefits jail billing position. This position will need to be filled as soon as possible due to keeping current with reimbursements, booking fees, reconcile In-Mate Trust finds and medical billings.

Finance/Economics: This is a full-time position; 40 hours per week in the U.S.W.A Full-time Unit, \$15.28 starting pay. This position has been budgeted for 2023 under 10130100-70600.

Recommendations: I am requesting the committee's approval and authorizations to fill this billing position and upon approval(s) to make necessary any budget adjustments.

CC: Undersheriff Chris Mausolf
Captain Troy Stewart
Shawna Walraven, Finance Officer
Kim Priessnitz, Assistant Finance Officer
Tracy Cederquist, Personnel
Becky Smutek, Payroll
File Copy

LS/Personnel-BillingClerkFT.03-2023





**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Shawna S. Walraven
Finance Officer
walravens@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing
moorefa@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

To: Tiffany Jerry, Director of Personnel and Employee Relations
From: Shawna Walraven, Finance Officer
Date: March 7, 2023
Re: Request for P/HS Agenda – Combination of Positions

Request:

To combine the two part-time Staff Accountants in the Finance Department into one full-time Staff Accountant position (PB08).

Background:

The part-time Staff Accountant position (BT08) that services the Health Department and the Aging Department was vacated at the end of December 2022. After careful examination of the needs of the Finance Department, it is my recommendation that we combine the vacant part-time Staff Accountant position with the other part-time Staff Accountant position (BT06) in the Finance Department into one full time position. This is a reduction in the number of hours of work able to be performed by Finance staff. However, the consistency of a full-time employee along with the requirement of a higher skill set in accounting should be able to satisfy the needs of the Finance Department.

Finance/Economics:

The combination of these positions will result in less than the amount in the 2023 budget. Given that decreases and cuts will need to be made in future budget years, I believe this is a fiscally conservative approach to meeting our staffing needs.

Recommendation:

To fill one full-time Staff Accountant position (PB08) in the Finance Department following the combination of two part-time Staff Accountant positions (BT08/BT06).

cc: Tracy Cederquist, Jim Barcia

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 21, 2023

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/14/2023)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

I. VACANCIES (BUDGETED)

- a. 9-1-1 Central Dispatch: Dispatcher (full time; \$17.80/hr. entry)
- b. Juvenile Home: Two (2) – Youth Development Workers (full time; \$18.47/hr. entry)
- c. Department on Aging:
 - 1. In-Home Service Worker (part-time; \$12.02/hr. entry (TS03) to \$12.89/hr (TS04)
 - 2. Respite Care Worker (part-time; \$11.11/hr. entry)
- d. Community Center: Attendant/Custodian (part-time; \$12.89/hr. entry)
- e. Buildings & Grounds: Carpenter/General Maintenance III (full-time; \$18.47/hr. entry without Builder's license or \$20.39/hr. entry with Builder's license)
- f. Sheriff: Billing Clerk II (full-time; \$15.28/hr. entry)
- g. Finance: Combine two part-time Staff Accounts into one full-time Staff Accountant (full-time; \$27.68/hr. entry)

RESOLVED That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further

RESOLVED That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

KATHY NIEMIEC, CHAIR
AND COMMITTEE

Vacancies – March

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN- _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

OFFICE OF ASSIGNED COUNSEL MONTHLY REPORT JANUARY, 2023

			Jan. 2021	Jan. 2022	Jan. 2023
Total Number of Arraignments:			225	188	268
C.C. FEL/VOP/PPO	26	Felony	41		
C.C. VOB/FTA/OSC	5	Misdemeanors	68		
		Traffic	56		
Arraign. Only	8	Arraign. in DC by Retained	6		
D.C. VOB/FTA/OSC/FTP	50	Arraign. in DC IPP	2		
		Arraign. in DC by Assn. Atty.	6		
Total Number of Referrals:			213	163	222
C.C. FEL/VOP/PPO	31	Misd.	76		
Felony	50	Traffic	65		
Total Number of Assignments:			210	159	222
C.C. FEL/VOP/PPO	31	Misd.	76		
Felony	50	Traffic	65		
Total Number of Defendants denied Court Appointed Counsel:			3	4	0
C.C. FEL/VOP/PPO	0	Misd.	0		
Felony	0	Traffic	0		

ARRAIGNMENTS

JEFF MARTIN

			Jan. 2021	Jan. 2022	Jan. 2023
Total Arraignments:			97	106	116
Felonies	26				
Misd.	37				
Traffic	28				
Arraign. Only	3	Settled at Arraignment	2		
VOB/FTA/OSC/FTP	22				

GARSKE/HEWITT

			Jan. 2021	Jan. 2022	Jan. 2023
Total Arraignments:			114	56	107
Felonies	15				
Misd.	31				
Traffic	28				
Arraign. Only	5	Settled at Arraignment	0		
VOB/FTA/OSC/FTP	28				

CIRCUIT COURT

			Jan. 2021	Jan. 2022	Jan. 2023
Total Arraignments:			6	8	31
		Arraigned by Assigned Attorney			
C.C. FEL/VOP/PPO	26	25			
C.C. VOB/FTA/OSC	5	3			
		Arraigned by Retained Attorney or IPP			
		1			
		2			

ASSIGNMENTS

There were a total of 222 defendants assigned

ANDREA LABEAN

Assignments: Whole Office
Jan. 2021 109 Jan. 2022 21 Jan. 2023 36

		Arraigned by LaBean	Arraigned by LaBean on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	4	4	2	
Felonies	8			1
Misd.	5	1		
Traffic	19			1

There were a total of 222 assignments on felonies, misdemeanors, traffic & violations of probation, which the Andrea LaBean was assigned.
36 or 16%

CHRISTOPHER JOHNSON

Assignments: Jan. 2022 0 Jan. 2023 13

		Arraigned by Johnson	Arraigned by Johnson on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	2	2	1	
Felonies	8			
Misd.	3	1		
Traffic	0			

There were a total of 222 assignments on felonies, misdemeanors, traffic & violations of probation, which the Christopher Johnson was assigned.
13 or 6%

MICHAEL KANUSZEWSKI

Assignments: Jan. 2022 25 Jan. 2023 47

		Arraigned by Kanuszewski	Arraigned by Kanuszewski on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	1			
Misd.	31			2
Traffic	15	2		1

There were a total of 222 assignments on felonies, misdemeanors, traffic & violations of probation, which the Michael Kanuszewski was assigned.
47 or 21%

BRUCE MANNIKKO

Assignments: Whole Office
Jan. 2021 94 Jan. 2022 19 Jan. 2023 0

		Arraigned by Mannikko	Arraigned by Mannikko on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	0			
Misd.	0			
Traffic	0			

There were a total of 222 assignments on felonies, misdemeanors, traffic & violations of probation, which the Bruce Mannikko was assigned.
0 or 0%

AARON HETHERINGTON

Jan. 2022 Jan. 2023

Assignments: 17 13

		Arraigned by Hetherington	Arraigned by Hetherington on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	10			
Misd.	3			
Traffic	0	1		

There were a total of 222 assignments on felonies, misdemeanors, traffic & violations of probation, which the Aaron Hetherington was assigned 13 or 6%.

ANDREW BONNELL

Jan. 2022 Jan. 2023

Assignments: 56 22

		Arraigned by Bonnell	Arraigned by Bonnell on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	3	3		
Felonies	0			
Misd.	9			
Traffic	10	1		1

There were a total of 222 assignments on felonies, misdemeanors, traffic & violations of probation, which the Andrew Bonnell was assigned 22 or 10%.

ROSTER ATTORNEYS

Jan. 2021 Jan. 2022 Jan. 2023

Assignments: 7 21 91

		Arraigned by Assigned Attorney	Arraigned by Assigned Attorney on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	22	16		6
Felonies	23			7
Misd.	25			3
Traffic	21			3

There were a total of 222 assignments on felonies, misdemeanors, traffic & violations of probation, which the Roster Attorneys were assigned 91 or 41%.

RETAINED ATTYS.**IPP****DENIED****ASSIGNED W/OUT ARRAIGN**

C.C. FEL/VOP/PPO	1
C.C. VOB/FTA/OSC	2
Felonies	1
Misd.	5
Traffic	
D.C. VOB/FTA/OSC	

C.C. FEL/VOP/PPO	
C.C. VOB/FTA/OSC	
Felonies	
Misd.	
Traffic	2
D.C. VOB/FTA/OSC	

C.C. FEL/VOP/PPO	
Felonies	
Misd.	
Traffic	

Assigned w/o Arraign. C.C.	6
Assigned w/o Arraign. D.C.	19

Total Arraignments In Dist. Ct. By Retained	6
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Total Arraignments In Dist. Court IPP	2
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Total Denied	0
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